

## **MOS 51C Reclassification Information**

### **MOS 51C Reclassification Instructions:**

Soldiers must check with their Retention NCO and Career Counselors in order to determine if they are eligible to reclassify. Retention NCOs and Career Counselors will provide the Soldier with an initial assessment as to whether or not they meet the prerequisites for MOS 51C and the eligibility requirements for reclassification IAW 614-200.

Soldiers that decide that they want to request reclassification must complete the packet in coordination with their Retention NCO and Career Counselors. Once the packet is completed Soldiers should email the reclassification packet in PDF format to the following email address:

[USARMY Ft Belvoir USAASC Mailbox USAASC FA51-CMF51](mailto:USAARMY_Ft_Belvoir_USAASC_Mailbox_USAASC_FA51-CMF51)

Or mail it to the following mailing address:

Director, Army Acquisition Career Management

USA Acquisition Support Center (USAASC)

ATTN: Proponent 51C

9900 Belvoir Road, Bldg 201

Ft. Belvoir, VA 22060

The MOS 51C Proponents contact information can be found at:

<http://asc.army.mil/web/career-development/military-nco/active-component-reclass-program/>

### **MOS 51C Reclassification packet contents:**

- a. Statement from the Soldiers Retention NCO or Career Counselor stating that the Soldier has been counseled and that the Soldier has been informed of the prerequisites for reclassification to MOS 51C.
- b. DA 4187- Personnel Action (must indicate TIS in years and months) (see example).
- c. Copy of a recent updated Enlisted Record Brief (ERB) signed and dated by the Soldier without DA photo.
- d. Letter / verification of security clearance from Security Manger (see example).
- e. Soldier's signed memorandum. (see example). Soldier's memorandum must address the following information within the memorandum:
  1. Exhibit stability in personal affairs IAW AR 600-20.

2. Meets height and weight standard IAW 600-9.
  3. Ability to maintain a deployable status IAW AR 40-501.
  4. Meets Service Remaining Requirement (SRR) IAW AR 614-200, chapter 4. (60 months).
  5. No derogatory information in OMPF.
  6. Family Care Plan is current and approved if applicable.
  7. Statement that the Soldier understands the Army's Selective Reenlistment Bonus recovery policy. (See Career Counselor or Retention NCO)
- f. Commander reclassification endorsement: Commander's endorsement letter must be signed by a LTC/O-5 or above Commander in the Soldier's chain of command. (see example). The Commander's endorsement letter should include the following information about the Soldier:
1. Reclassification recommendation
  2. Soldier's current performance and potential.
  3. A statement that confirms the statements made by the Soldier in their memorandum based on the Commander's knowledge of the Soldier:
    - a. Exhibit stability in personal affairs IAW AR 600-20.
    - b. Meets height and weight standard IAW 600-9.
    - c. Ability to maintain a deployable status IAW AR 40-501.
    - d. Meets Service Remaining Requirement (SRR) IAW AR 614-200, chapter 4.
    - e. Soldier is not pending any UCMJ action and does not have any derogatory information in OMPF.
    - f. Family Care Plan is current and approved if applicable.
- g. Copy of College transcripts (credits or degree) completion from accredited institutions.
- h. Complete front and back copies of the last four (4) Noncommissioned Officer Evaluation Reports (NCOERs). If the Soldier does not have 4 NCOERs, include all the NCOERs you have received. Must have at least one NCOER in order for reclassification board to evaluate performance.
- i. Other Information: Soldiers can send in training documents or other information to highlight special skills or accomplishments for consideration.

j. Waiver Request: Soldiers can ask for a waiver for TIS up to 13 years. Soldiers who have more than 13 years TIS will not be approved (i.e. 13 years, 1 month). No other prerequisites for MOS 51C will be considered for waiver. Soldier must request TIS waiver in a separate signed memorandum.

k. If the Soldier has a 2 in PULHES, a copy of the Soldier's profile must be included with the packet to determine if the NCO meets the physical requirements for MOS 51C in accordance with DA PAM 611-21, chapter 10.

**Current as of 04 October 2012**